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Advantages and Disadvantage of Proposed Transfer of Shipping Functions from the Transportation Division, Administrative Services Office, to the Control Group, Procurement Office.

ADVANTAGES

1. Necessary for operating branches to contact only one office instead of two to obtain complete information concerning both the procurement and shipment of overseas supplies.
2. This would save time for both operating branches and Administrative Offices and therefore expedite shipments.
3. Necessary to maintain only one control file instead of two to house the procurement and shipment records.
4. Status of complete transaction could be obtained by reviewing one file.
5. Eliminate preparation of copies of Form No. 36-85, Shipping Document, for file by Shipping Branch.
6. One CIA office would maintain liaison with Service Departments and other agencies concerning the procurement and shipment of supplies.
7. This would save time for both offices and therefore expedite these transactions.
8. Provide better utilization of personnel and on-the-spot supervisory control.
9. Simplify identification of requests by having both the requisition and cargo numbers assigned by one office.

DISADVANTAGE

1. Necessary for Transportation Division to obtain information concerning the shipment of household goods, including cars, at the same time transportation information is obtained and coordinate this with the Procurement Office for shipping action.

This is an advantage as it provides a check on one file instead of two

2 Lost here

3 Lost here

4 Questionable as to perform Shipping Clerk would have to maintain file

5 Only means on better copy

only 1% of total shipments

How

now done

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